

**Suggested Document Submittal List -
New Commercial/Industrial Buildings (COM/IND)**

Handout No. 2-11

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I. Document Submittal List

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|---|--|
| A. Drawings(4)* sets of:
(If Hazmat 5* sets) | 24" X 36" Suggested Plan Size |
| | 1. General Information |
| | 2. Plot Plan |
| | 3. Grading and Drainage |
| | 4. Landscaping Plan |
| | 5. Architectural Plan - |
| | Floor Plans |
| | Roof Plans |
| | Exterior Elevations |
| | 6. Structural Plan- Disabled Accessibility Features |
| | Foundation Plan |
| | Floor Framing Plan |
| | Roof Framing Plan |
| | Truss Information |
| | Cross Section(s) |
| | Structural Framing Details |
| (2)* sets of each: | 7. Plumbing Plans (Including Relevant Information from Architectural Drawings) |
| | 8. Mechanical Plan " " " " " " |
| | 9. Electrical Plan " " " " " " |
| B. Calculations
(2) sets of: | 1. Structural Calculations |
| | 2. Title 24 Energy Calculations and Forms |
| C. Other Documents
(2) sets of: | 1. Soil Report & Geologic Hazard Study if in Geologic Hazard Zone |
| | 2. Hazardous Material Inventory List (List Types & Quantities of Chemicals Stored on Site) |
| | 3. Specifications |
| | 4. Title 24 Accessibility Forms to be completed and signed |

*Some jurisdictions may require additional sets of plans in order to expedite the review and approval process

II. Expanded Information on Above Documents

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| A-1. Information | 1. Sign & Stamp on all Documents by Design Professional (Cover Sheet to be Wet Signed) |
| | 2. Name, Title, Registration, Address and Phone Number of Design Professionals |
| | 3. Project Name & Address, as well as Project Owner's Name, Address & Phone Number |
| | 4. Cover Sheet Information: |
| | (a) Applicable Codes and Editions (UBC, UMC, UPC, NEC, UCBC & Energy) |
| | (b) Description of Scope of Work |
| | (c) Occupancy Group(s) and Type of Construction |
| | (d) Allowable Area Calculations |
| | (e) Gross Area, by Floor, and Building Height |
| | (f) Index of Drawings |
| | 5. Scale for all Drawings and Details |
| A-2. Plot Plan | 1. Lot Dimensions Showing Whole Parcel, Property Lines, and Street Location(s) |
| | 2. Building Footprint with all Projections & Dimensions to all Property Lines |
| | 3. Location of Easements and Utilities on Site |
| | 4. Parking Layout, Driveway Locations & Sidewalk Design
(Fully Detail all Disabled Accessibility Features) |
| | 5. Locate Existing Fire Hydrants within 500 ft. of the Project |
| | 6. Vicinity Location Map and North Arrow |
| | 7. Detail Exit Door Locations |
| A-3. Grading and | 1. Existing and Proposed Grading Plan (Detail Tops and Toes of Slopes) |

Drainage Plans

2. Pad Elevation and Ground Slope Drainage Scheme & Topographic Plan Drawn to 5'-0" Contours
3. Retaining Walls and Drainage System Existing and Proposed

A-4 Landscaping Plan	1. Accessory Structures, Walkways, Swimming Pools, Decks, etc. (Including Disabled Accessibility features)
A-5 Architectural Plans	<ol style="list-style-type: none"> 1. Architectural Floor Plans with Unit/Suite and Building Plans 2. Disabled Accessibility Features Fully Detailed and Dimensioned 3. Exit Location(s), Path(s), and Lighting 4. Exterior Elevations 5. Window Schedule: List sizes and types (Detail safety glazing locations) 6. Door Schedule: List sizes and types (Detail fire ratings, hardware, closers & thresholds) 7. Flashing: Vertical & Vertical to Horizontal Junctures of Materials 8. Roof: Eaves, Overhangs, Rake, and Gables 9. Handrails, Guardrails, and Support Details 10. Details of Fire Separation with Assembly Number and Section 11. Detail all Fire Penetrations & Openings including Assembly Numbers 12. Section of Fire Rated Corridor, Door Ratings, Smoke/Fire Damper Locations 13. Stairway Rise and Run, Framing, Attachment, and Dimensions of Members 14. Finish Schedule with Flame Spread Ratings 15. Provide Details of all Features and Fixtures in compliance with the State Building Code Disabled Accessibility Standard (Chapter 11 or 11A)
A-6 Structural Plans	<ol style="list-style-type: none"> 1. Foundation Plans 2. Structural Floor Plan 3. Roof Framing Plan 4. Structural Material Specification 5. Typical Cross Sections in Each Direction (where necessary) 6. Calculations and Details 7. Ceiling Details with Bracing and Support Details
Details (As Applicable)	<ol style="list-style-type: none"> 1. Footings, Piers, and Grade Beams 2. Post and Girder Intersections 3. Structural Sections with Details at Foundation, Floor and Roof Levels 4. Shear Transfer Details and Holdown Bolt Details
Prefab Trusses	<ol style="list-style-type: none"> 1. Roof Framing Plan with Truss ID No's. For Each Building 2. Specify Truss Manufacturer on the Drawings 3. Details of Truss Splices, Connections, Plate Sizes and Hangers 4. Truss Plans and Details to be Stamped and Signed by Truss Design Engineer 5. Truss Plans and Layout to be Reviewed and Stamped "No Exception Taken" by Building Design Engineer/Architect
A-7. Plumbing	<ol style="list-style-type: none"> 1. Site Utility Plan and Sizing Calculations 2. Waste and Vent Plan and Sizing Calculations 3. Water Piping Sizing Calculations 4. Kitchen Plan for Commercial Kitchens 5. Roof Drain Plan and Sizing Calculations 6. Condensate Drain Plan & Hydronics Piping Plan 7. Chemical Waste & Piping Plan (Will need Water Pollution Control & Hazmat Approval)
A-8. Mechanical	<ol style="list-style-type: none"> 1. HVAC Plan (Location, size, duct layout, Smoke/Fire dampers) 2. Environmental and Product Conveying Duct Plan 3. Gas Piping and Sizing Calculations 4. Kitchen Plan for Commercial Kitchens and Santa Clara County Health Department Approval
A-9. Electrical	<ol style="list-style-type: none"> 1. Load Calculations and Panel Schedule 2. One Line Diagram, include Wire & Conduit Sizes 3. Reflected Ceiling Lighting Plan (Including Exit Lighting as Applicable)
B-2. Energy Requirements	<ol style="list-style-type: none"> 1. Form ENV-1, MECH-1, LTG-1 & LTG-2 with all Required Signatures on Documentation 2. Backup Forms and all Calculations 3. List of Mandatory Features, and Print ENV-1, MECH-1, LTG-1 & LTG-2 on Drawings
III. Separate Plans & Permits	<ol style="list-style-type: none"> 1. Storage Racks with Storage Level over 8' High Require Permits. Provide calculations & details. 2. High Piled Storage Areas (commodities as regulated by the Fire Code) 3. Automatic Fire Sprinklers, Smoke Detection Systems, and Fire Alarm Systems 4. Hazmat Including: Flammable Liquid Storage Areas, Compressed Gases, etc. 5. Spray Booths 6. Additional Grading Plans and Permits maybe required

7. Demolition of Structures on Site

Notes:

- (1) This is not a complete list of all required submittals and additional information may be required after plan review.
- (2) Other departments and agencies review and approval may be required